

# CPCS TELEBILL NON-CRIMINAL (CIVIL) CASES

CLIENT NAME \_\_\_\_\_

1. Enter your personal 5 digit PIN number. (For security reasons, do not write your PIN on this form.)

2. Enter this case's 8 digit Notice of Assignment Number (NAC#).

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3. Enter case status code      1 = Fiscal Year End      2 = Quarterly Bill      4 = Representation Concluded

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4. Enter dates of service and hours to nearest quarter hour (for example: .25, 1.75, .50).

A - IN COURT HOURS				A TOTAL 1-4	B - OUT OF COURT HOURS									B TOTAL 5-13
DATE	1	2	3		5	6	7	8	9	10	11	12	13	
MO DAY YR	Emerg/ 72 Hr Hearing	Pre-tri Hearing/ Conf	Trial/ Hearing	Dispo Proceed- ings	Drft Plead/ Corr	Prep- Hearing/ Trial	Court Waiting Time	Client Contact	Negot/ Case Conf	Legal Research	Investi- gation	Travel	Discov (Incl Depo)	

4.1														
4.2														
4.3														
4.4														
4.5														
4.6														
4.7														
4.8														

Transfer to line 5 below:

TOTAL ALL "A" IN COURT HOURS \_\_\_\_\_

TOTAL ALL "B" OUT OF COURT HOURS \_\_\_\_\_

5. BILLING SUMMARY      TOTAL "A" + "B" HOURS \_\_\_\_\_ x \$ RATE \_\_\_\_\_ = \$

## NOW YOU ARE READY TO TELEBILL - DIAL (617) 350-9700

1	2	3
4	5	6
7	8	9
*	0	#

Star key  
press as  
Decimal  
→

Pound key press  
after you make  
certain entries  
←

Pending ☐

Cleared ☐

Late Bill ☐

BILL CONFIRMATION NUMBER

### ATTORNEY CERTIFICATION

I certify under the pains and penalties of perjury, that I have been appointed to the above case, that I have provided the services and incurred the costs on the dates and for the times listed, and that I have not received nor will accept any other payment for these services. I further certify that I have provided representation consistent with CPCS Performance Guidelines and Standards, and that all charges for legal services on this bill are based upon my contemporaneous time records maintained in accordance with the CPCS Assigned Counsel Manual and regulations.

DATE YOU TELEBILLED

YOUR SIGNATURE

RETAIN THIS ORIGINAL SIGNED TELEBILL FOR A PERIOD OF SEVEN YEARS FROM THE BILL DATE OR THE FISCAL YEAR END DATE WHICHEVER IS LATER.